



## D4 Small Business Council Meeting Notes

DATE: June 19, 2018

TIME: 1:00- 2:30pm

LOCATION: District 4, Executive Conference Room-15-240, 111 Grand Ave., Oakland, CA

<b><u>D4 CALTRANS STAFF:</u></b> Dan McElhinney CDDD Lenka Culik-Caro, DDD Design Premjit Rai, DDD Administration Damien Harris, Business Mgmt Ayanna Nobles, SBP Ali Taheripour, Construction Kee Tsang, Consultant Services Stan Ng, Maintenance Khalilah Smith, SBP Derek Sampson, SBP  <b><u>HQ/AGENCY STAFF:</u></b> Damon Dorn, OBEO Marta Carrera, OBEO	<b><u>MEMBERS (Present/Absent)</u></b> Arvin Chaudhary (P) Diana LaCome (A) Eddy Lau (P) Frederick Jordan (A) Paul Guerrero (A) Peter Ramirez (A) Shari Tavafrashti (A) Danny Garza (A)	<b><u>REPRESENTING</u></b> ACEC CA NCA AAAE SFAACC La Raza Roundtable SDVOC WTS M.A.P.A
	<b><u>ALTERNATES (Present/Absent)</u></b> Anthony DeVenuta (A) Charissa Frank (A) Dr. Caesar Churchwell (A) Ellen Lee (P) Miguel Barragan (A) Raewyn Butcher (A) Victor Garza (A)	<b><u>REPRESENTING</u></b> SDVOC WTS SFAACC AAAE NCA ACEC CA La Raza Roundtable
	<b><u>GUESTS:</u></b>	<b><u>REPRESENTING</u></b>

### Item #1: Introductions

Chief Deputy District Director, Dan McElhinney, welcomed everyone to the June meeting. Mr. McElhinney thanked the attending Council members for coming and spoke on the importance of the small business program. Mr. McElhinney commented on the SB1 projects and all the upcoming work. Mr. McElhinney congratulated Ali Taheripour on his promotion to District Office Engineer. Mr. McElhinney lead us through the agenda.

### Item #2: Approval of Minutes

**April 17th, 2018 Minutes: Opposed:** No Quorum Item deferred to next meeting.

### Item #3: District 4 Updates

#### **Construction Update:**

Mr. McElhinney introduced, Mr. Ali Taheripour who presented the Construction report. Mr. Taheripour reported that there are 2 *Advertised and Upcoming Projects*, totaling approximately \$33M. One project with high a dollar value, project 04-155001 installation of a fiber optic communication system between Caltrans D-4 HQ 111 Grand to Carquinez Toll Plaza valued at \$32M; the other project 04-1J7501 Reconstruction of fire damaged retaining wall valued at \$1.3M. He reported that there are 6 projects *Currently Awaiting Award*. One highlighted contract, 04-OP6101, exceeded DVBE Certification Goals. Mr. Taheripour referring to the third section, reported 21 *Projects Awarded*, valued at \$61.4M. Mr. Taheripour reported 6 contracts 04-4G8501, 04-2G3501, 04-4S7801, 04-4H7511, 04-OP6501, and 04-3K6301 are all ahead of DBE goal, two other projects 04-0Q5201, and 04-3K6701 are both utilizing the DVBE incentive. Mr. Taheripour referred to the *Projects Ready to List but Not Funded for Advertisement Yet*, there are 9 projects valued at \$26.8M. Lastly, Mr. Taheripour referred to the *PS&E Completed Projects*, valued at \$18.1M. There are 2 PS&E projects 04-3E6021, and 04-4K1101, both projects are complete and currently under quality assurance review, but no list date has been given.

#### **Maintenance Update:**

Mr. McElhinney introduced Mr. Stan Ng who provided the Maintenance report. Mr. Ng reported that for the Fiscal Year (FY) 17/18 there were 26 contracts on the *Director's Order Force Account/ELB* that totaled approximately \$80.5M. He explained that 2% awarded to SBE, 72% to Non-SBE, and 26% not yet awarded. He explained that the yellow highlights were updates since the last meeting. Line 13, project # 04-OP1304 and line 15 project 04-1Q5504, have updated information. Lines 19 – 26 are new contracts to report. line 21 project 04-1Q3804, was awarded to Yerba Buena a SBE. Mr. Ng reported on the *District Director's Orders Force Account*, contracts approved at the District level, there are 22 contracts totaling \$6.2M. 60% were awarded to SBEs, 35% to Non-SBEs, and 5% not yet awarded. Mr. Ng explained that the yellow highlights were updates since the last meeting. Line 14 project 04-1Q5004 has been updated, lines 19-22 are new contracts to report.

#### **Design Update:**

Mr. McElhinney introduced Ms. Lenka Culik-Caro who presented the Design Report. Ms. Culik-Caro reported five *Proposed Minor B Projects for Small Businesses, FY 17/18*. She explained that projects #1-3 have been completed and delivered. Ms. Culik-Caro referred to the *Proposed Project under \$314K not Funded from the Minor B Program*, estimated at \$100K. The project is waiting for CTC fund allocation, expected June 2018. Ms. Culik-Caro mentioned she is compiling a list of projects for the next fiscal year totaling 7 projects valued at \$1.7M. Mr. McElhinney's **Action Item #2018-05** Ms. Culik-Caro to give a follow up on the State-Wide Dollars vs. District 4 regarding the Minor B program, what are District 4 shares? How to increase the dollars.

### **A&E Update:**

Mr. McElhinney introduced Mr. Kee Tsang to provide the A&E Report. Mr. Tsang reported on the *14 Recently Executed A&E Contracts* valued at \$47.4M. He mentioned that 9 of the 14 contracts were awarded to Calmentor members, one contract awarded to DBE project 04-A4995, two contracts awarded to SBE and DVBE. Mr. Tsang reported one contract 04-A5324 was funded with SB1 funds. Mr. Tsang reported that there were *14 recently executed Non- A&E Contracts* valued at \$47.7M. He mentioned that 7 of the contracts have been awarded to SBE Primes, 2 contracts awarded to DBE Primes. Mr. Tsang reported that there were 6 *Upcoming New A&E Contracts*. Contracts 04-NEW530-18, 04-NEW531-18, AND 04-NEW545-18 have completed the advertisement phase, awaiting execution of contract. Contract 04NEW546-18 was advertised in May 2018, and contract 04NEW551-18 was advertised in June. The last contract 04New555-18 will be advertised in July 2018. Mr. Tsang reported that there were 7 *Upcoming Non-New A&E Contracts*. One contract (04A5494, 04NEW550-18) has 100% SBE goals. Contract 04A5493, has been postponed for advertisement until July 2018. Mr. Tsang reported on the *Federal Funded Contracts identifiable DBE dollars*, he reported the total DBE goal achieved is at 30.69%. He also reported on the State Funded Contracts identifiable DVBE, and SBE dollars, DVBE goal achieved is currently at 19.80% and SBE is 36.12%. Mr. Tsang concluded his report with an update on the Calmentor/Mentor-Protégé Program, 60 pairs: 59 Graduates with 1 active pair. Total number of Mentor firms 25, total number of Protégés 109. Mr. Tsang also mentioned the 2018 Meeting schedule, Joint Professional Liaison - Calmentor Quarterly meetings are scheduled for July 26<sup>th</sup>, October 25 and January 24<sup>th</sup> 2019.

### **OBEO Update**

Mr. McElhinney introduced Mr. Damon Dorn to report the OBEO Update. Mr. Dorn reported on the SB1 social media advertisement stating tweeter activities continue to go out every 4 days, in May 2018 more than 35,800 users saw the SB1 related tweets, and 3,300 users saw the Facebook post. He reported OBEO participated in the SacPAC Connecting Points procurement event in Sacramento CA., met with the California Hispanic Chamber of Commerce, the California Asian Pacific Chamber of Commerce, the American Indian Chamber of Commerce, the Black Chamber of Commerce to discuss small business opportunities on Caltrans's contracts and met with the Veterans Business Network to discuss contracting and procurement opportunities with the department as a part of SB 1 outreach efforts. Mr. Dorn informed the council that OBEO completed its newest training module, "Doing Business with Caltrans, and reported all 12 districts have received at least one of the workshops, and will continue to deliver training workshops to all of the districts. Mr. Dorn reported on the Disparity Study report and proposed overall BDE goals and methodology for federal fiscal years 2019-21. The study has been released and OBEO staff will hold public/industry comment meetings to review and discuss the disparity study findings. He reported on the *DBE Supportive Services Contract (DBE/SS)* Program Northern Region, the agreement between Humboldt State University-Special Program Foundation (HSU-SPF), contract execution is tentatively scheduled for June 25, 2018. Mr. Dorn also reported that an email inquiry went out on June 8, 2018, to all accredited Institutions of higher education in California requesting submissions of a Statement of Work and Budget for the DBE Supportive Services Program. Regarding the *On-the-Job Training Supportive Services Contract (OJT/SS)* apprenticeship program, all 3 contracts for cement mason and ironworker apprenticeship programs have been approved and kick-off events are scheduled for July 2018 to promote these opportunities. Regarding the *DBE, and DVBE Participation Totals*, Caltrans awarded 334 USDOT assisted contracts totaling \$1.5B. The overall DBE commitment is 14.19% and 27 of the 334 contracts were awarded to DBE primes. Regarding the *DVBE Participation totals* Mr.

Dorn reported through the third quarter Caltrans awarded a total of \$1,206,349,776 in state funded contracts and procurement. Also, in the third quarter DVBE participation was 45.4%, the SB/MB participation numbers were reported at 29.7%.

#### **Small Business Update**

Mr. McElhinney introduced Ms. Ayanna Nobles to provide the Small Business Update. Ms. Nobles reported since the last Council meeting, small business program has taken part in several events, In April 2018, participated in a small business contractors outreach, in May 2018 the SBP attended an DBE and SBE Advocate workshop held by DGS in Sacramento CA., hosted the Small Business State Wide Council Meeting at the district office, attended as an exhibiter the Blue Book Building and Construction Network Spring 2018 Northern Who's Who Showcase in San Ramon CA., hosted OBEO Prime Contractor training, Sub Contractor training, DBE certification workshops, a 2-day event and attended as an exhibiter the NORCAL Procurement Expo in Vallejo CA. Ms. Nobles also reported on upcoming events. This afternoon June 19<sup>th</sup> the SBP is hosting the Disparity Study Report, Public Comment Forum in the auditorium from 3:00 – 5:00 pm. On June 21<sup>st</sup> the SBP will partner with Bart to hold an informational meeting to share upcoming Small Business construction opportunities. On June 28<sup>th</sup> the SBP will attend the Bay Area Business Roundtable in Oakland, and on July 26<sup>th</sup> the SBP will attend the California Hispanic Chamber of Commerce Procurement and Match Making Session. Mr. McElhanney's **Action Item #2018-06** asked the SBP to coordinate a meeting with Council Member Fred Jordan and Mr. McElhanney, to set up an outreach event in San Francisco, **Action Item #2018-07** to submit talking points, to Council regarding Outreach events.

#### **Item #4: Review of Action Items**

Mr. Rai reported on the open Action Items. Mr. Rai stated that there are two open action items. The first item #2018-03 was for Ms. Ayanna Nobles, to Provide a link with instructions on how to sign up on the contractor's registry for emergency contract projects. The link was sent to the Council Members on April 19<sup>th</sup>, 2018. The second item# 2018-4 Research the two projects on the A&E Project list regarding the 3% DVBE Goals, to verify if the goal should be 3% or 5%. The corrections have been made. Both action items are open due to no quorum.

#### **Item #5: Action Items to be Referred to State Wide Council**

# SW-2018-01 <b>Open</b>	4/17/18	Francisco Padilla	To look back 5 years at DBE Primes, and SBE Primes to check the data base of the A&E selection list, as to the frequency of work given to the same sub-contractor.
#SW-2018-02 <b>Open</b>	4/17/18	Eddy Lau	Creation of question for State Wide Council, regarding the penalty for a Prime when using the 25% SBE getting the 5% preference then not meeting the goal. What are the penalties?

#### **Item #6: New Business**

No New Business

**Item #7: Adjourn**

Mr. McElhinney adjourned the April meeting and said that the next meeting would be on Tuesday, August 21<sup>st</sup>, 2018.

**District 4 Small Business Council Action Items as of June 19, 2018:**

No. / Starting Date / Assignee			Item Description (Originator)
# 2018-03 <b>Open</b>	4/17/18	Ayanna Nobles	Provide a link with instructions on how to sign up on the contractor's registry for emergency contract projects.
# 2018-04 <b>Open</b>	4/17/18	Francisco Padilla	Research the two projects on the A&E Project list regarding the 3% DVBE Goals, to verify if the goal should be 3% or 5
#2018-05 <b>Open</b>	6/19/18	Lenka Culik-Caro	Mr. McElhinney asked, if Lenka could follow up on the State-Wide Dollars vs. District 4 regarding the Minor B program, what are dist. 4 shares? How to increase the dollars.
#2018-06 <b>Open</b>	6/19/18	Ayanna Nobles,	To coordinate a meeting with Council Member Fred Jordan and Mr. McElhanney, to set up an outreach event in San Francisco.
#2018-07 <b>Open</b>	6/19/18	Ayanna Nobles,	To submit talking points, to Council regarding Outreach events

*The D4 SBC meets every other month in the Executive Conference Room 15-240, 111 Grand Avenue, Oakland, CA 94612. Meetings begin at 1pm and run until about 2:30pm.*

**2018 D4 SBC Upcoming Meeting Schedule**

August 21st  
October 16th  
December 18th